## **Volunteer Application Form**

**How to apply**

Please fill in this application form, clearly stating which volunteering role you are interested in. Usually, volunteer opportunities are advertised on our website at [www.mindinkingston.org.uk](http://www.mindinkingston.org.uk).

Fill out the application form and return it to us either by email to: [info@mindinkingston.org.uk](mailto:info@mindinkingston.org.uk) or by post to: Mind in Kingston, Siddeley House, 50 Canbury Park Road, Kingston, Surrey KT6 6LX.

**What will happen next?**

We will invite you for an informal interview to find out if you are suitable for the role you are applying for. You will have the opportunity to find out more about Mind in Kingston and discuss the type of skills you have and your availability. You will be given a trial period to see if you like the role and if it right for you.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contact Details:** | | | | | | | |
| Prefix: Mr/ Mrs/ Ms/ Miss (please delete as appropriate)  or Other (please state): | | | | | | | |
| First Name: Surname: | | | | | | | |
| Address: | | | | | | | |
| Tel/Mobile: | | | | | | | |
| Email : | | | | | | | |
| **Application Information** | | | | | | | |
| Which Volunteer role are you applying for? | | | | | | | |
| How many hours per week would you like to Volunteer? | | | | | | | |
| Your  Availability  (please tick as appropriate) |  | am | pm |  | | am | pm |
| Monday |  |  | Friday | |  |  |
| Tuesday |  |  | Saturday | |  |  |
| Wednesday |  |  | Sunday | |  |  |
| Thursday |  |  | Varies | |  | |
| Would your volunteer role be part of a training course or work placement scheme you are taking part in? If yes, please give details: | | | | | | | |
|  | | | | | | | |
| **Eligibility to Volunteer** | | | | | | | |
| Are You over 18? | | | | |  | | |
| Are you a UK Citizen?  If not, can you show evidence of eligibility to volunteer in the UK? | | | | | Yes/ No | | |
| **About You** | | | | | | | |
| Why do you want to Volunteer for us?  Are there any particular skills or experiences you would like to gain? | | | | | | | |
|  | | | | | | | |
| What do you do at the moment? Eg. Studying, Working, Looking for Work. | | | | | | | |
|  | | | | | | | |
| Please give FULL DETAILS of work (paid or unpaid) you have done in the last 5 years Alternatively, please include a CV with your application. | | | | | | | |
|  | | | | | | | |
| What do you like to do in your spare time? | | | | | | | |
|  | | | | | | | |
| What languages do you speak and at what level? | | | | | | | |
|  | | | | | | | |

|  |
| --- |
| **More About You** |
| We work with people who experience a range of mental health issues. We have a responsibility to ensure that both beneficiaries and volunteers are safe and that volunteer roles do not jeopardise you or your own mental wellbeing.  Answering ‘Yes’ to any of the following questions will not exclude you from volunteering with us, but will ensure you are allocated an appropriate role, avoid conflicts of interest and ensure you receive appropriate support whilst volunteering. |
| **Are you currently using or have you previously used Mind in Kingston’s services?** |
|  |
| **Are you currently using, or have you previously used substance misuse services?** |
|  |
| **Are you currently using, or have you previously used mental health services?** |
| **If yes, please give details:** |
| **Do you have any physical health problems, which may affect you whilst volunteering?** |
| **If yes, please give details:** |
| **Is there anything you may need additional support with whilst carrying out a volunteer role?** |
|  |
| We work with vulnerable adults and are therefore exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. We therefore require that you declare all criminal convictions, including those which are spent.  **Do you have any spent or unspent convictions? Yes/ No** |
| If you have answered ‘yes’, please give details below |

|  |  |
| --- | --- |
| **References** | |
| Please provide details of 2 referees who have known you for at least 2 year. One of these must a professional person such as a current or previous employer, tutor/ teacher or student advisor. The other referee can be someone you have worked or studied with. None of the referees should be a relative.Referees will not be contacted unless we have offered you a volunteer position. | |
| Name:  Postal Address:  Email address:  Contact No:  Their connection to you: | Name:  Postal Address:  Email address:  Contact No:  Their connection to you: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| I understand that the offer of any Volunteer role with Mind in Kingston is subject to satisfactory references and, where appropriate, a DBS check.  In accordance with the General Data Protection Regulations 2018, I agree that Mind in Kingston may hold and use personal information about me for Volunteer reasons and to keep in touch with me. This information, including that contained on this form, will be held securely and only accessed by authorised personnel.  I confirm that the information I have given is accurate. | | | |
| **Signature** |  | **Date** |  |

If you have any problem in completing this form, or would like it in larger print, please feel free to contact us on 020 8255 3939.

Thank you for your interest in Volunteering with us.

**Equal Opportunities Monitoring**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Our Volunteer recruitment process is carried out in a way that ensures that individuals are selected purely on the basis of their ability to do the role for which they have applied. No volunteer will receive less favourable treatment on the grounds of sex, marital status, disability, race, ethnic origin, nationality, age, sexual orientation, religious belief or political opinion or be disadvantaged by conditions or requirements which are not justified or relevant to the role.  We are committed to ensuring that every applicant applying for a volunteer role within our organisation is treated fairly. This information will be used purely for ensuring the effectiveness of our equal opportunities policy – and will be separated from your application form. | | | | | | | | | | | | |
| Gender | | Male |  | Female | |  | | Transgender | |  | | |
| Age Group | | 18-20 | |  | | 41-50 | | |  | | | |
| 21-30 | |  | | 51-60 | | |  | | | |
| 31-40 | |  | | Over 60 | | |  | | | |
| Ethnicity | Asian or Asian British - Bangladeshi | | | |  | Black or black British - African | | | | | |  |
| Asian or Asian British - Indian | | | |  | Black or black British- Caribbean | | | | | |  |
| Asian or Asian British - Other | | | |  | Black or black British - Other | | | | | |  |
| Asian or Asian British - Pakistani | | | |  | Chinese | | | | | |  |
| Mixed - White and Black African | | | |  | White British | | | | | |  |
| Mixed - White and Black Caribbean | | | |  | White Irish | | | | | |  |
| Mixed - white & Asian | | | |  | White European | | | | | |  |
| Mixed - other | | | |  | White Other | | | | | |  |
| Other | | | |  | Prefer not to say | | | | | |  |
| Sexuality | | Heterosexual | | |  | | | Bisexual | | | |  |
| Lesbian / Gay | | |  | | | Prefer not to say | | | |  |
| Are you registered disabled? | |  | | |  | | | | | | | |
| Do you consider yourself to have a disability? | |  | | | | | | | | | | |
| How did you hear about us? | | Friend/ Relative | | |  | | Newspaper | | | |  | |
| Our Website | | |  | | Other Website | | | |  | |
| Volunteer Centre | | |  | | Other | | | |  | |